

Agenda
FOIA Meeting
May 2018

- Attendance
- FOIAonline 3.0
- Backlog reduction effort report out
- Perfecting Requests
- eSignature
- Process
- National FOIA Program reorganization
- Roundtable

Agenda
FOIA Meeting with Acting Director, Neil Bigioni
May 24, 2018

- Attendance
- National FOIA Office overview
- Lean Update
- Notifications
- Q & (maybe) A



BASIC ADOBE I

FOR FOIA PROFESSIONALS

WHAT THIS PRESENTATION WILL COVER

- Creating a PDF
- Merging PDF Files
- Creating a Reduced Size PDF
- Adding or Removing PDF pages
- OCR
- Basic Redaction

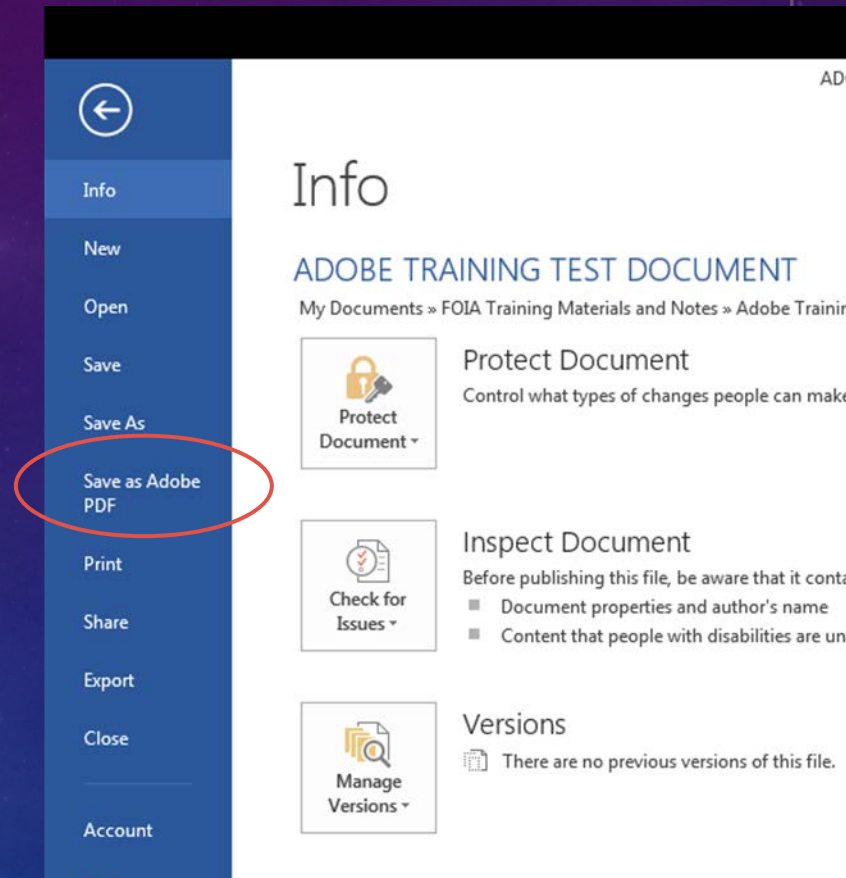
CREATING A PDF

“SAVE AS”

- From Word and most Microsoft products
- Simply select “Save as PDF”

LET’S TRY IT!

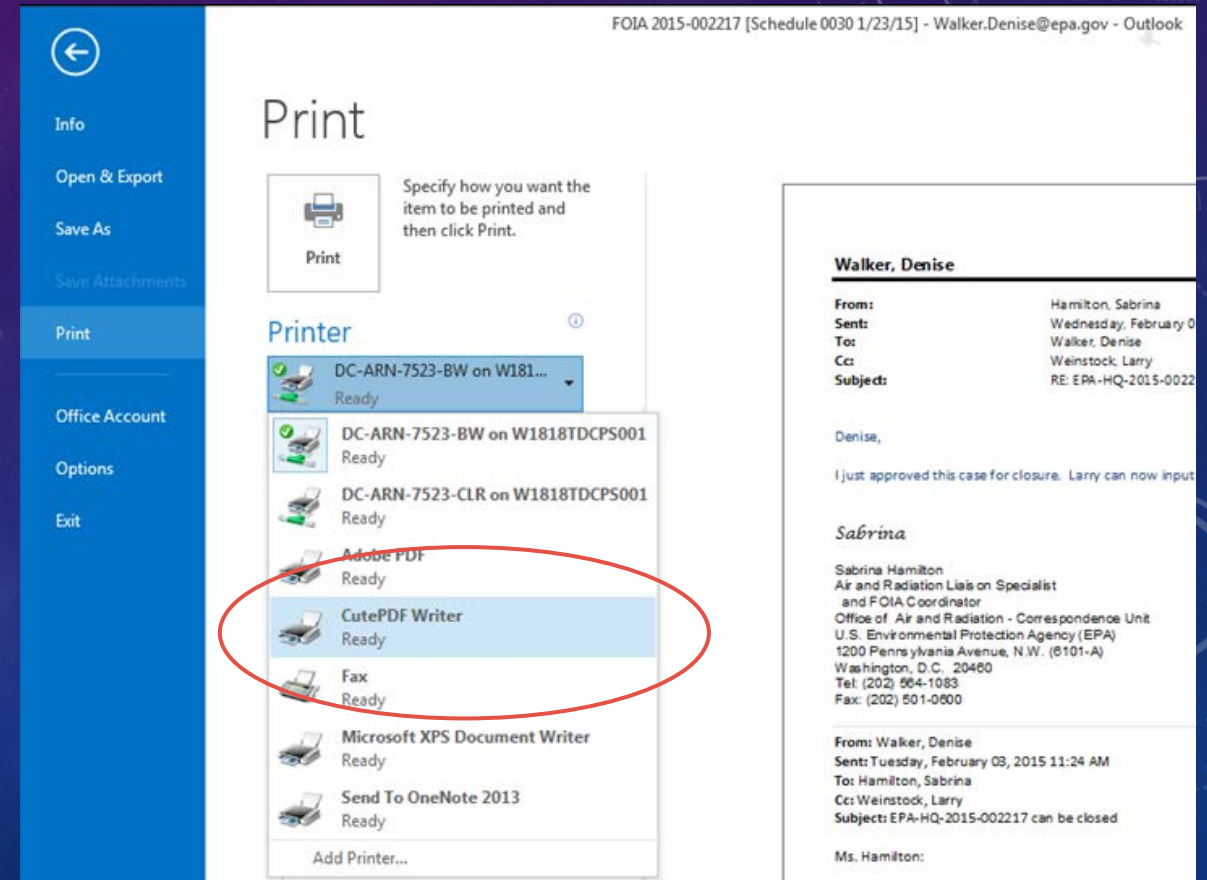
We will PDF an “Adobe Training Test Document”



CREATING A PDF

PRINT TO ADOBE PDF OR “CUTEPDF WRITER”

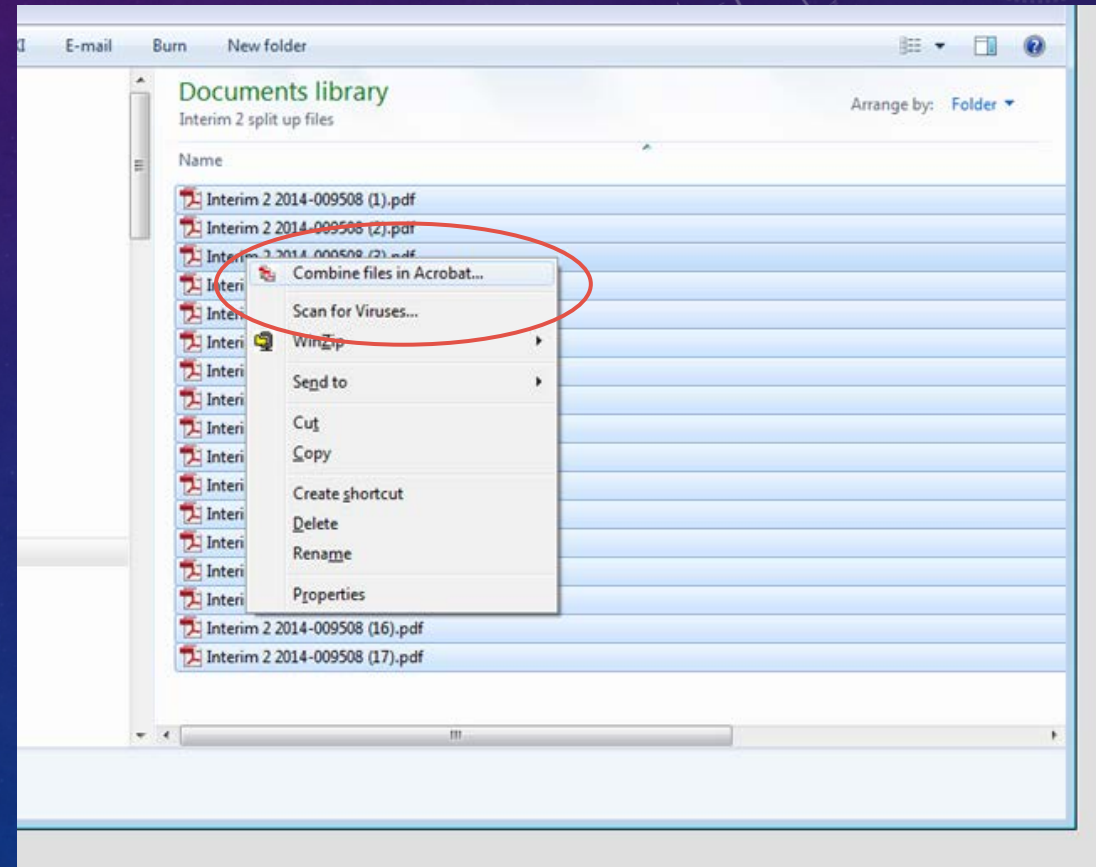
- We will use Outlook as an example
- Select the e-mails you want to be PDFs
- You must print the attachments separately
- ILPG is finalizing guidance for PSTs *Coming Soon*



MERGING INDIVIDUAL PDF FILES

- Help! I have 17 individual PDFs!
Can I make them into 1 PDF??
- YES! YOU CAN!
- Select all the files, then choose “Combine Files in Acrobat”

LET’S TRY IT!

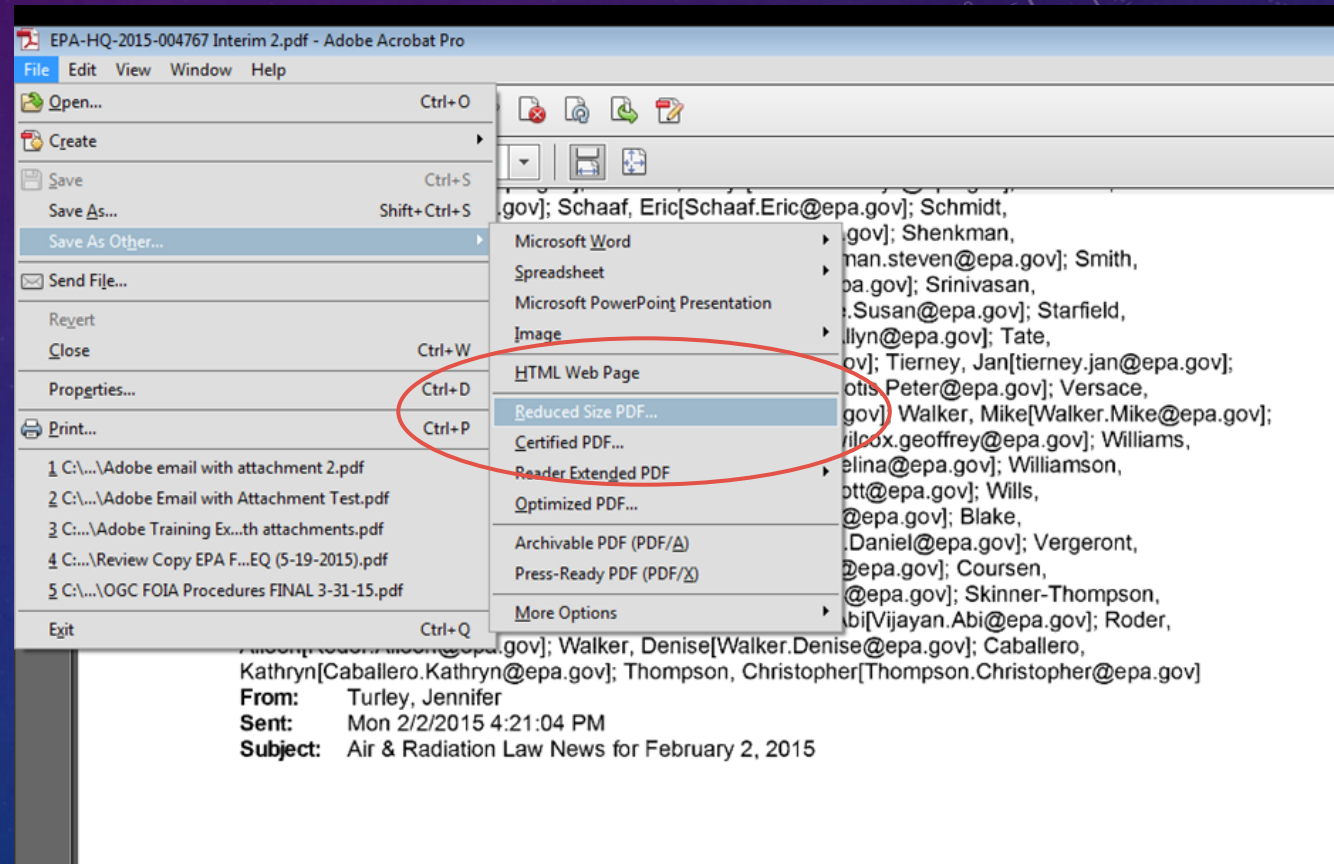


CREATING A “REDUCED SIZE” PDF

- Help! This PDF is too big for FOIAonline!
- What to do?
- Just make it smaller.

LET'S TRY IT.

LET'S SHRINK THE PDF WE JUST MADE.

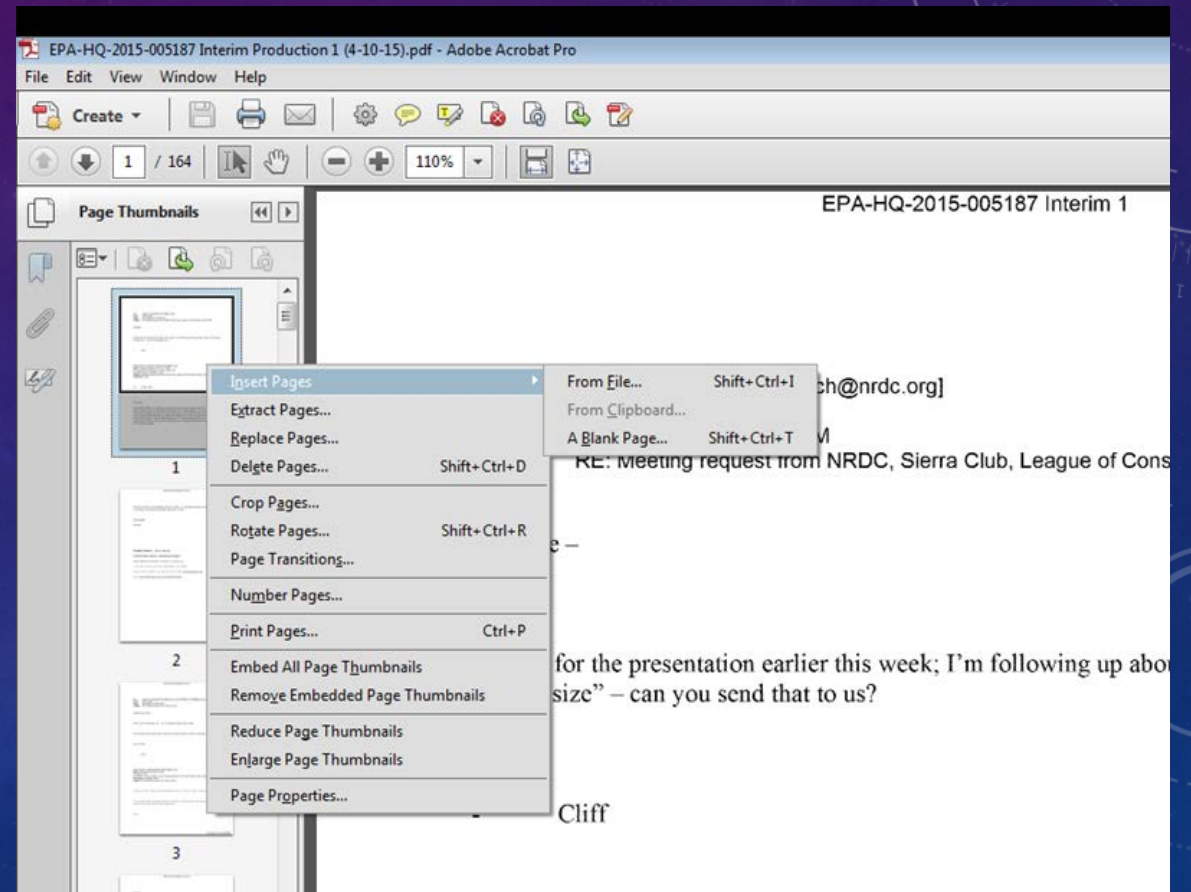


ADD OR REMOVE PDF PAGES

- Delete
- Extract
- Insert
- Replace

LET'S TRY IT

Let's extract some pages from a PDF

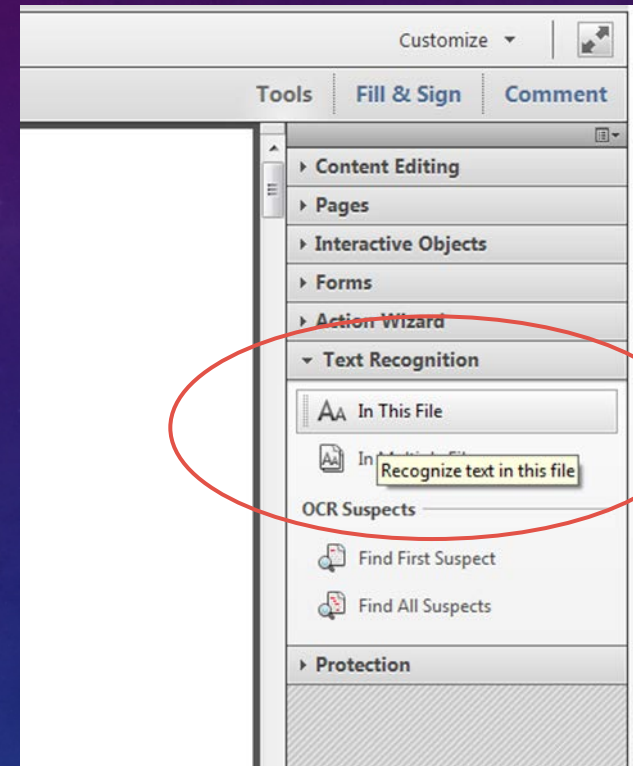


OCR A PDF FILE

- You can make your PDF Searchable with OCR!
- Select “Text Recognition”

LET’S TRY IT!

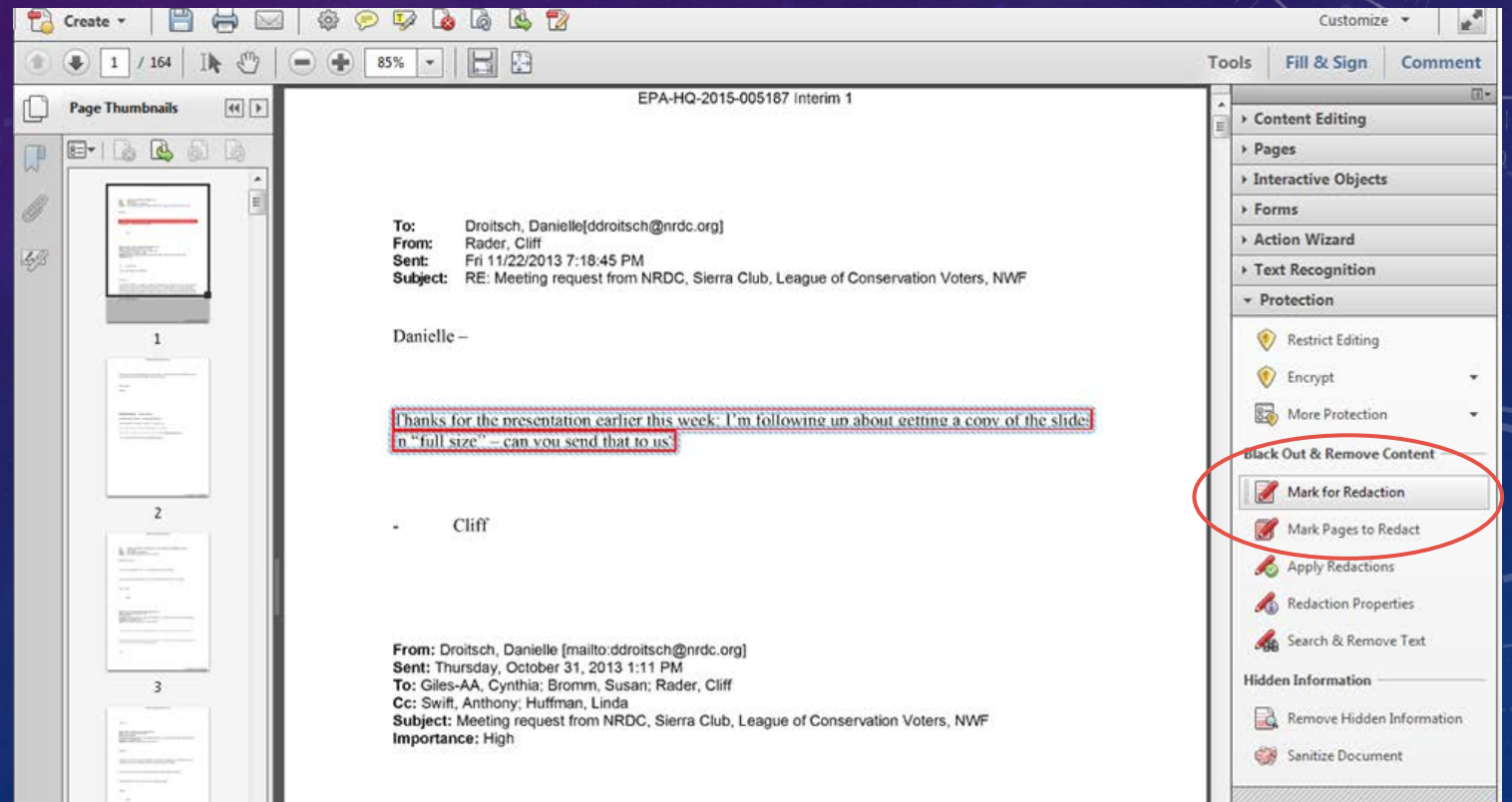
LET’S OCR one of the pages we extracted.



REDACTIONS

- Redacting is simple in Adobe

LET'S TRY IT!



BUT WAIT! THERE'S MORE!

- As part of future training on each exemption, ILPG will also cover exactly what you should redact and best practices
- We'll provide you with the latest instructions for handling PST files and merging attachments in e-mails
- And so much more!!

MORE RESOURCES

- Adobe Tips and Tricks Video <http://tv.adobe.com/show/acrobat-xi-tips-tricks/>
- I didn't know that videos <http://tv.adobe.com/show/i-didnt-know-acrobat-xi-could-do-that-tutorials/>
- Microsoft Help Desk: 866-411-4372 Option 6 (for help with Microsoft products)

THANK YOU!!

Agenda

FOIA Meeting

June 2017

- Attendance
- OCFO
 - Invoices
- FOIA Regulations
- Stopping the Clock
- When to and when not to send an email to hq.foia
- Relativity Training (Nick Wittenberg)
- Discuss Topics for FOIA Conference
- ICR

<http://intranet.epa.gov/foia/FOIA-Guidance.html>

- Roundtable



FOIA Monthly Meeting

July 2015



- Quarterly Status Reports
- FOIAonline enhancements
 - Assignments
 - Other other close outs
 - Exemption 3 statutes
 - Administrative costs
 - New hardware
- “Release to all Policy”
- Signature authority Proposal
- Trainings
 - Mandatory
 - Exemptions (1, 2, 3 and 8), (4), (5), (6, 7(c), 7(d)) (7(a), 7(b), 7(e), 9)
 - FOIA Officers, Coordinators, Specialist. Full time FOIA professionals (?)



Freedom of Information Act Pilots: agencies piloting release-to-one is release-to-all policy

July 4, 2015 was the 49th anniversary of the Freedom of Information Act (FOIA), the law that embodies the Federal Government's commitment to public accountability through transparency.

Today, as part of its Open Government Initiative, the Administration is launching pilots at seven agencies to test the feasibility of publishing online the records released to individual requesters under the FOIA. These pilots will explore ways to increase government transparency and give citizens more information about government decisions and policies.

The U.S. Department of Justice already encourages agencies to publish FOIA responses online when agencies anticipate or receive three or more requests for the information. Expanding that policy to the publishing of FOIA responses after just one request raises implementation challenges and questions. That is why we are launching a six-month pilot program to determine the viability of implementing such a policy for all Federal agencies subject to the FOIA.

The pilots will seek to answer many important questions, including: costs associated with such a policy, effect on staff time required to process requests, effect on interactions with government stakeholders, and the justification for exceptions to such a policy, such as for personal privacy. For privacy reasons, participating agencies will not post online responses to requests in which individuals seek access to information about themselves.



The pilots will take place at the Environmental Protection Agency, Office of the Director of National Intelligence, and the Millennium Challenge Corporation, as well as within components of the Department of Defense, Department of Homeland Security, Department of Justice, and National Archives and Records Administration. (Note: the Environmental Protection Agency has been publishing online its FOIA responses since October 2013, and will continue to do so.)

The results of this six-month pilot program will be made available to the public, and we intend to be transparent about the pilots and their implementation by participating agencies. We also invite the public's feedback as we explore this proposed policy shift, and welcome innovative ideas and suggestions for overcoming the implementation challenges. Comments should be sent to the U.S. Department of Justice, Office of Information Policy at releasetoall@usdoj.gov.



Release to all Policy

Draft Metrics

Exceptions

With the exception of first-party requests, which are already excluded from the pilot, were there any times when you determined it was not appropriate to post records? If so, what was the reason for that decision (i.e., privacy concerns) and what percentage of your requests were not posted? What is the tracking number of the request

Posted Pages:

- How many pages of FOIA-released records did your agency post per month during the pilot?

Number of Visitors:

- How many "clicks" did your FOIA Library (or other website page where you posted FOIA-releases) get per month during the pilot?
- Please provide any additional web-metrics that would be helpful in evaluating this pilot (i.e., we had x number of downloads, we had x number of clicks on specific documents posted during this pilot, etc...)